



## **ANNUAL LEAVE ACCRUAL**

The State Board of Education at their January 24th meeting, adopted a clarification of the official table for determining annual leave accrual.

Please note the explanation below the table regarding placement for years of experience for annual leave accrual.

YEARS OF EXPERIENCE	ANNUAL LEAVE EARNED
1 - 5	1.00 Day Per Month
6 - 10	1.25 Days Per Month
11 - 15	1.50 Days Per Month
16-20	1.75 Days Per Month
Above 20	2.00 Days Per Month

Each range of numbers within the table is intended to represent a category which includes employees who have completed the smaller number shown. For example, an employee will qualify for the range of "6-10" following the **completion** of five years of full time employment.

September 1 is the deadline date for all step placement and other adjustments in compensation and benefits. Therefore, the effective date for all necessary changes in "Years of Experience" categories for employees is September 1 of each academic year. For example, if employee "A" completed his 5th year of full-time employment in June, 1991, he would be placed in the "6-10 Years of Experience" category for leave purposes effective September 1, 1991.

If you have any questions, please contact Rick Rogers.

## **POLICY FOR EMERGENCY LEAVE**

Employees under Salary Schedule A, B, C, E, and H are eligible for three emergency leave days a year. Emergency leave will be granted at the president's discretion and can be expected under the following emergency situations.

1. Death of an immediate family member or those under the care of the employee (spouse, children, parents, in-laws, niece, nephew, grandchildren, grandparents, uncle and aunt).
2. Emergency hospitalization of employee or an immediate family member or those under the care of the employee (spouse, children, parents, in-laws, niece, nephew, grandchildren, grandparents, uncle and aunt).
3. Vehicle accident in transit to/from workplace.

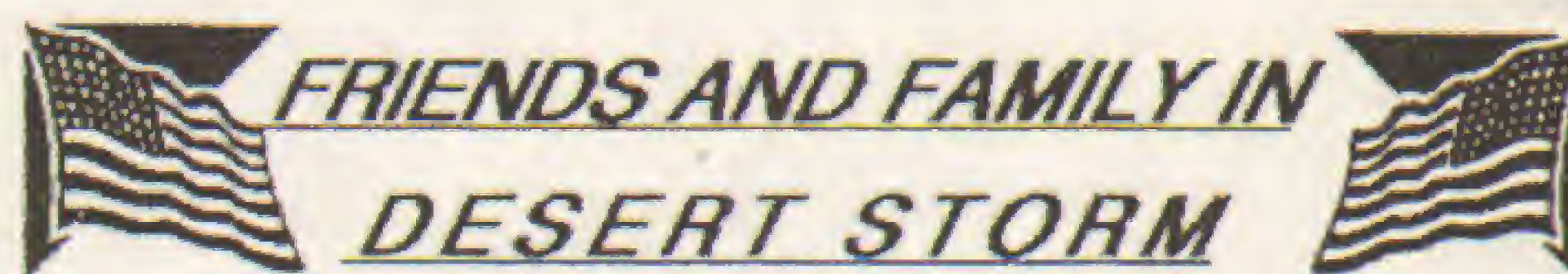
4. Vehicle malfunction in transit to/from workplace.
5. Catastrophic loss to major personal property (e.g. home damaged by fire).
6. Weather conditions that prevent travel.

Emergency situations beyond those specified will be considered for approval by the president on an individual basis. Emergency leave requires a written statement from the employee and is not cumulative.

**Note:** Employees compensated from salary schedule H (Hourly Employees) shall receive Emergency Leave under the same terms and conditions as other eligible employees on the prorated basis listed below.

### **SALARY SCHEDULE H ONE DAY WILL EQUAL**

H-20	4 HOURS
H-25	5 HOURS
H-30	6 HOURS
H-35	7 HOURS



The following people have friends and/or family serving in DESERT STORM. Please keep these people in your thoughts as they fight to protect us and the world.

Ruth Sullivan has a son participating.  
John Christian has three sons participating  
Bonnie Sabbagh has a son participating  
Loretta Jones has a nephew participating  
Inez Hester has a nephew participating

## **STUDENT SUCCESS CENTER A SUCCESS!**

One cornerstone of Shelton State's Title III Strengthening Grant is the Student Success Center. A "one-stop" computer and tutorial lab established for students seeking assistance in Reading, Writing, and Math. The Center has been a tremendous success.

Many students taking developmental freshmen (See SUCCESS on page 2)



**SUCCESS** (Continued from page 1)

courses also come to the Center as part of the laboratory component of their class. The Success Center tutors and staff work hard to maintain a service and atmosphere that students and faculty appreciate.

**SUCCESS CENTER WINTER QUARTER STATISTICS AS OF FEBRUARY 3, 1991**

Number of visits: 2,036

Average time spent per visit: 68.83 minutes

Total number of hours of usage: 2,166.07 hours

**Coming March 11<sup>th</sup>!**

**Success Center II – 15<sup>th</sup> Street Campus**

**EMPLOYEE PROFILE:****THE SHELTON STATE FAMILY**

**Lorine Lowe**, secretary to President Umphrey, has been employed with Shelton State since August 1979. Her daily responsibilities include "whatever Dr. Umphrey tells me to do." Prior to joining Shelton State, Mrs. Lowe was employed with the University of Alabama in the Computer Center and the Financial Aid Office.

Married to **Maurice Lowe**, also a Shelton State employee, Lorine has two sons, Olan and Phil. Olan is an attorney with the United States Air Force in Washington, D.C., and Phil is a Professor and Chairman of the Department of Education at Middle Tennessee State University.

Lorine enjoys gardening in her spare time and her future plans include traveling as much as possible. "Shelton State is really my life. I have enjoyed watching Shelton grow to become one of the top community colleges in Alabama."

**HAVE YOU HEARD THE LATEST !**

Judy Holland and Velma Shelton are now both proud mothers. Caroline Marie Holland was born on November 5, 1990. Vanessa Shelton was born November 27, 1990. Both mothers and children are doing fine. If you would like to congratulate them, the phone numbers are:

Judy Holland 391-2276

Velma Shelton 391-2415

**SHELTON STATE PURCHASES LAND**

"Almost exactly 12 years to the day that Shelton State Community College was established, our

dream of a new campus is coming to pass," says Dr. Umphrey.

The 170 acres that Shelton State purchased is located approximately three miles south of the Skyland Campus.

The planning projections for Shelton State show that the college can grow to eventually serve over 10,000 students from this area. The only way the school will be able to serve these students will be with new facilities.

"We owe a great deal to our state legislative delegation, especially Representative Roy Johnson, Representative Phil Poole, and Senator Ryan DeGraffenreid for their efforts in securing the necessary funds for the purchase of this property. An additional thanks is due Dr. Fred Gainous, Chancellor of the Alabama College System, for his support of this project," said Dr. Umphrey.

**SMOKE-FREE WORKPLACE**

Shelton State Community College has now become a smoke-free workplace. Special smoking areas have been designated for those employees who smoke. There should be no smoking in any building, restroom, hall, or break room. Please be considerate of your fellow employees and help provide a healthy, enjoyable work environment. This policy applies to all faculty, staff, administration, students, and visitors at Shelton State.

**SPRING REGISTRATION**

Registration for the Spring quarter has been scheduled for the following times and dates:

Friday, February 15 9:00-1:00

Wednesday, February 20 1:00-6:00

Thursday, February 21 1:00-7:00

Friday, February 22 12:00-2:00

Thursday, March 7 12:00-2:00

Friday, March 8 9:00-4:00

Late Registration:

Monday, March 11 9:00-4:00

Tuesday, March 12 9:00-4:00

Please note that ALL registration will take place at the Skyland Campus. There will be no registration at the 15<sup>th</sup> Street Campus.

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